

Job Title

Strategic Communications Coordinator

Job description

Are you an independent self-starter who likes to help other members of a team? Do you thrive in dynamic environments with job tasks that change from day to day? Do you want increased work-self-life balance as a part of a team that is committed to self-care? If yes, this job might be right for you!

Calibre Engineering, Inc. (Calibre) is seeking a highly motivated Strategic Communications Coordinator to become a part of our team. This individual will work directly with the Strategic Communications team on a variety of dynamic and self-driven tasks. The Strategic Communications team is responsible for internal and external communication, marketing, proposals, team-building events, and recruiting efforts. You'll flourish in this position if you're self-motivated, creative, resourceful, and eager to learn.

Responsibilities

- Proposal writing
- Copywriting
- Lead tracking
- Database maintenance
- Data filtering/processing
- Website content
- Social media content
- Graphic design
- Marketing qualifications packages
- Back-up front desk and phones
- Assisting engineers with various tasks (redlines, ordering plans, coordinating submittals, printing plans, organizing files, digital submittals, preparing CDs/flash drives with files, etc.)
- Planning company events and social events
- Miscellaneous other special projects

Preferred Skills & Experience

- 3-5 years of experience, preferably in the engineering/architecture/construction industry
- Exceptional communication skills
- Detail-oriented with strong organizational skills
- Ability to work independently and be productive with minimal oversight
- Motivated by deadlines and able to see tasks through to completion
- Knowledge of Adobe Suite (particularly InDesign, Photoshop, and Illustrator)
- Motivation to seek the next task for completion
- Ability to ask questions and progress a project forward
- Ability to manage simultaneous tasks
- Bachelor's Degree or Associate's Degree in Marketing, English, Business Administration, Graphic Design, Engineering, or Related Field. Years of experience may be substituted for a degree. We understand that marketers come from a variety of backgrounds.

Employment type

Full Time

Experience

Mid-Level

Job Function

Marketing/Communications/Administrative

Salary

Salary is dependent on level, position, and years of experience.

\$50,000-70,000